

STATE OF IOWA DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURES		Policy Number	Applicability
		IO-SC-10	<input checked="" type="checkbox"/> DOC <input type="checkbox"/> CBC
		Policy Code	Iowa Code Reference
		Confidential	N/A
Chapter 3	Sub Chapter	Related DOC Policies	Administrative Code Reference
INSTITUTIONAL OPERATIONS	SECURITY & CONTROL	AD-IS-02	N/A
Subject		ACA Standards	Responsibility
OFFENDER COUNTS AND ACCOUNTABILITY		4-4180 4-4187	Sheryl Dahm Diann Wilder-Tomlinson
		Effective Date	Authority
		July 2015	Jerry Bartruff Director Signature on file at Iowa DOC

I. PURPOSE

To provide the personnel of the Iowa Department of Corrections (IDOC) with general instructions regarding offender accountability procedures.

II. POLICY

It is the policy of the IDOC to maintain safe, secure institutional operations through a comprehensive system of 24-hour-a-day offender accountability that includes counts, record-keeping systems, and other internal supervision programs.

CONTENTS

- A. Continuous Accountability
- B. Scheduled Counts
- C. Scheduled Count Times

- D. General Count Guidelines
- E. Emergency Counts or Special Counts
- F. Accountability Checks
- G. Transportation Accountability Check
- H. Offender Location Systems
- I. Count Records

III. DEFINITIONS – See IDOC Policy **AD-GA-16** for Definitions.

IV. PROCEDURES

Offender count and accountability procedures are essential.

[REDACTED]

A. Continuous Accountability

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

B. Scheduled Counts **(4-4187)**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

C. Scheduled Count Times

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

D. General Count Guidelines

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

12. Living Unit Counts

[REDACTED]

[REDACTED]

[REDACTED]

13. Count Slips

a.

[REDACTED]

b.

[REDACTED]

14. Out-Counts

[REDACTED]

[REDACTED]

15. Off Grounds Work Crews

[REDACTED]

[REDACTED]

E. Emergency Counts or Special Counts

[REDACTED]

[REDACTED]

[REDACTED]

F. Accountability Checks

[REDACTED]

[REDACTED]

[REDACTED]

G. Transportation Accountability Check

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

H. Offender Location Systems

[REDACTED]

[REDACTED]

[REDACTED]

I. Count Records

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Replaces Policies: SE-IV-37 and AD-I-31.

Origination Date: Sept. 2005. Revised: Dec. 2006. Feb. 2007, June 2007, Oct. 2007, Feb. 2008, Nov. 2008, Nov. 2009, Aug. 2010, Sept. 2010, March 2011, June 2013, Aug. 2014. Reviewed: July 2015.